

Tagging NetRMS Case Numbers and Sharing to DA

Recently, many DA's have been reporting they are unable to view BWC video which was shared. Here are some important points to keep in mind when sharing as well as step-by-step instructions.

- Tagging order matters- NetRMS case numbers must be tagged *and* applied separately and prior to sharing with the DA
- There is an option to add multiple tags at the same time; however, adding a NetRMS case number tag and Share to DA tag and applying them at the same time will result in video being shared to DA without any searchable NetRMS case number.
- After adding the NetRMS case number and selecting 'Ok' and then 'Apply', open the Tag box again and select 'Share to DA', click 'Ok' and then "Apply"
- Conducting these two tags separately and in this order will ensure they are shared with the DA and searchable

| <u>Tagging Case Numbers</u> | <u>Sending to the DA</u> |
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| <ol style="list-style-type: none">1. Select/highlight the file(s) you wish to tag with a Case Number2. Right-click on the file and click Tag or click Tag at the bottom of the Results Pane3. Click Add4. In the Tag drop down select 'NetRMS Case Number'5. In the Value box enter the case number6. Click OK then Apply7. Then Close prior to adding any other tag <p>*Tag files with a NetRMS case number prior to sending to the DA</p> | <ol style="list-style-type: none">1. Select/highlight the file(s) you wish to send2. Right-click on the file and click Tag or click Tag at the bottom of the Results Pane3. Click Add4. In the Tag drop-down select 'Share'5. In the Value section select 'DA'6. Click OK then Apply <p>* Once this tag is applied, copies of the videos will be sent to a “bucket” which the DA has access to and will search by Case Number</p> |